Job Description

Post	Accredited Clinical Coder
Band	Band 5
Department	Clinical Coding
Responsible to	Clinical Coding Team Lead
Professionally Accountable to	Clinical Coding Operational Manager
Date written	22 April 2022
Written by	Head of Clinical Coding

Job Summary

In July 2021 we formed the University Hospitals of Northamptonshire NHS Group, bringing together the constituent organisations of Kettering General Hospital NHS Foundation Trust and Northampton General Hospital NHS Trust. We have agreed an ambitious Group Strategy 'Dedicated to Excellence' which sets out our strategic ambitions and priorities for the next five years and we have also launched our Group Digital Strategy, which sets out our ambitions to become the most digital hospital in England.

Across our Digital portfolio we are working to the following principles:

- Putting users' needs first
- Designing for simplicity
- Working in an agile way
- Doing things once across the Group
- Communicating and engaging throughout

All members of the Digital portfolio will strive towards "Applying the culture, processes, business models & technologies of the internet era to respond to people's raised expectations" [Tom Loosemore's definition of Digital].

The Clinical Coding function is responsible for extracting and codifying complex clinical information that describes a patient's diagnostic and procedural healthcare status within an episode of care in a timely manner.

The ability of the Group to accurately record and codify its clinical activity is fundamental to understanding the quality of its clinical services. Our coded clinical data is used by all parts of the Group's business to deliver trusted and high quality services to patients. Clinical Coding has a crucial role in the management of the Trust as it directly influences Trust income through the NHS Contract.

As an Accredited Clinical Coder you will be responsible for codifying in a timely manner complex clinical activity according to all relevant National Clinical Coding Standards and Local Clinical Coding Policies. You will be expected to evidence an expert grasp of
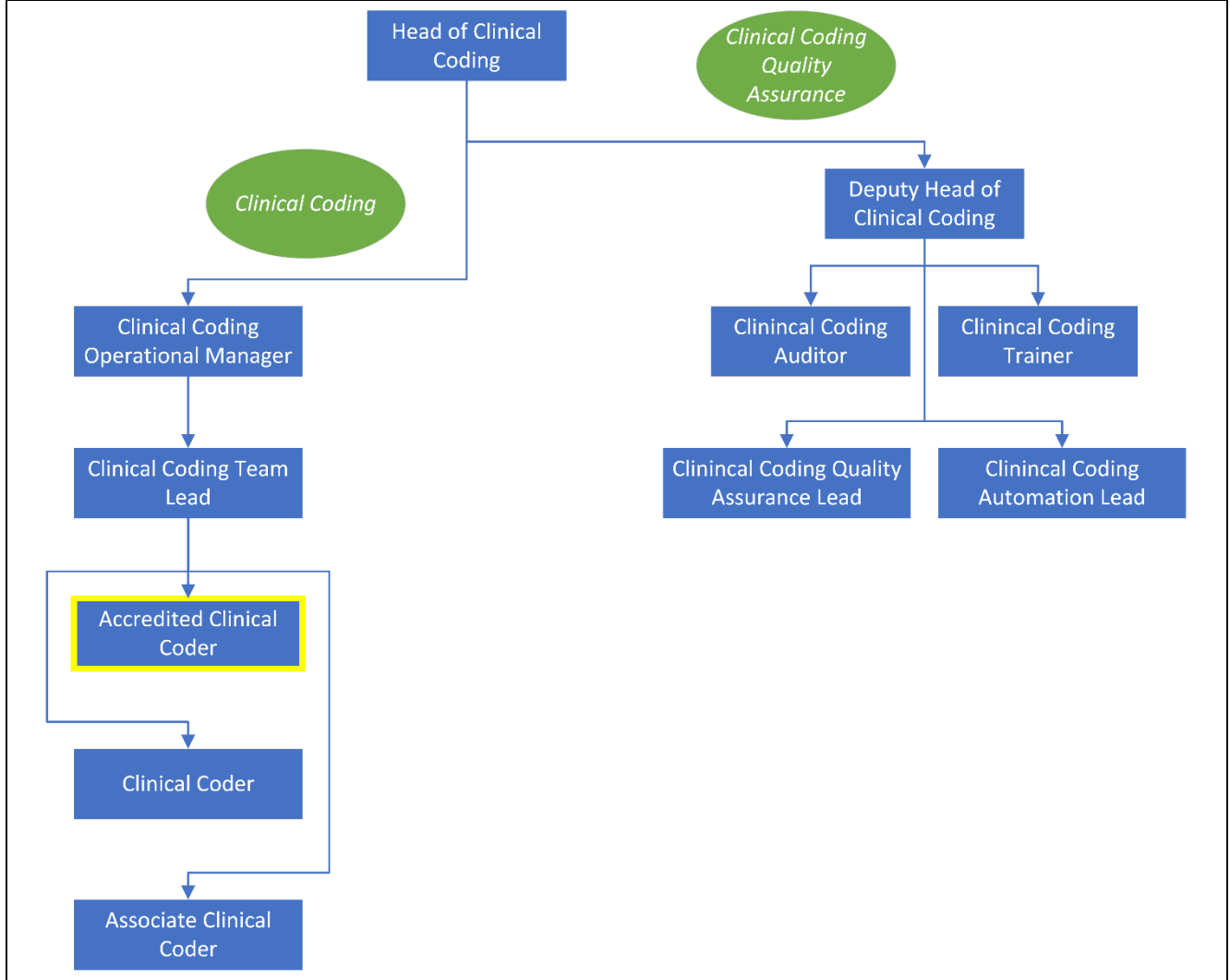
National Clinical Coding Standards (evidenced by audit results and maintaining your professional Accredited Clinical Coder status). You will assist the Clinical Coding Team Leads to support and mentor Associate Clinical Coders and to achieve the submission of codified data in a timely manner.

Key Working Relationships

- Clinical Coding Operational Manager
- Clinical Coding Auditor
- Clinical Coding Trainer
- Clinical Coding Automation Lead
- Clinical Coding Team Leads
- Associate Clinical Coders
- Data Quality team
- Clinical colleagues across the Group

Organisational Structure

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                    Head of Clinical              Clinical Coding
                        Coding                       Quality
                                                    Assurance


      Clinical Coding                          Deputy Head of
                                               Clinical Coding


   Clinical Coding                      Clinical Coding        Clinical Coding
   Operational Manager                     Auditor                Trainer


   Clinical Coding Team                 Clinical Coding Quality   Clinical Coding
         Lead                           Assurance Lead           Automation Lead


   Accredited Clinical
         Coder


   Clinical Coder


   Associate Clinical
         Coder
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Main Duties and Responsibilities

Main Duties
- Extract, analyse and codify complex clinical information describing a patient's diagnostic and procedural healthcare status within an episode of care using ICD-10 and OPCS-4 classifications.
- Ensure codified data is of high quality and accurate i.e., in line with all relevant National Clinical Coding Standards and Local Clinical Coding Policies.
- Ensure codified data is entered into the Patient Administration System (PAS) in a timely manner i.e., within defined local and national timescales.
- Responsible for supporting the Clinical Coding Team Leader in the day to day planning, organisation and delivery of clinical coding, overseeing workload, as well as working with medical staff on issues of clinical coding in order to ensure accurate, complete and timely information
- Where required work with other disciplines of staff who are necessary to the successful completion of accurate clinical coding i.e., clinicians and Senior Managers, providing and receiving complex information using persuasive skills as required.
- Communicate complex coding rules to a range of staff involved in the coding process; medical, clinical and administrative staff, Senior Managers and external agencies, e.g. Coroner's Office as appropriate.
- Work with Health Intelligence colleagues to ensure high standards of data quality of various data items e.g., consultant, speciality, date of admission is achieved as evidenced by quality metrics such as the Data Quality Maturity Index (DQMI).Understand and adhere to the department's Clinical Coding Policy/Procedure document.
- With the support of the Clinical Coding Team Lead mentor Associate Clinical Coders. Take day to day responsibility on training and mentoring of new team members, or less experienced team members, guiding, motivating as appropriate and overseeing workload.
- Work with the Clinical Coding Team Leads to support the organisation of the submission of codified data against defined local and national timescales.
- Work with the Clinical Coding Automation Lead to support validating and training clinical coding automation solutions.
- Validate missing patient information; contact clinicians and clerical staff as appropriate to locate clinical records and missing patient information.
- To be regularly involved in complex departmental internal audits, actively leading workload consistency and accuracy checks, as required by senior team members.
- Support the Group in transformation and cost-improvement programmes that involve coded data as a mechanism for financial gains by critically examining working practices within the department to identify cost improvements and effective measures and support senior colleagues in the team in developing and implementing action plans.

Digital Transformation and Innovation
- Support the Clinical Coding leadership team to challenge existing practices, ensuring that progressive solutions are incorporated into service plans.
- Engage with the implementation of an Agile working methodology as suitable across the Clinical Coding function.

Professional and Personal Development
- Successfully complete a Clinical Coding Standards Refresher course every 3 years.
- Develop and/or maintain an in-depth knowledge and expertise of clinical coding across all specialties as evidenced by owning and maintaining nationally recognised Accredited Clinical Coder status.
- Develop and/or maintain a reasonable Digital skills capability including proficient use of the encoder software, PAS and Microsoft Office 365.
- The post holder will take joint responsibility for their own professional development, identifying training and educational needs and agreeing ways of addressing these with their line manager at regular 121 meetings and appraisals.

Role Requirements
- We support distributed and flexible working arrangements, however, subject to business needs, there may be a requirement to travel between the Kettering and Northampton Hospital sites and other sites across the Group.
- Office conditions, with an occasional requirement to travel between sites in this role (for example, to support go lives of projects or an unforeseen level of absence at one site, support training or onboarding of new starters, team workshops etc).
- Frequent VDU use is required for this post for extended periods throughout the day.
- Exposure to unpleasant working conditions or hazards is rare.
- Exposure to stressful/distressing patient circumstances as documented within their clinical record may be required.
- Have a strong focus on continually improving current practices and evidence the ability to challenge current ways of thinking with a view to ensure greater quality and depth of coding across the Group.

Statutory and Miscellaneous

- Takes responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns of if registration lapses or expires (all registered staff).
- This post involves incidental access to the public and does not have access to children and/or vulnerable adults, as defined by the Disclosure and Barring Service (DBS). Therefore, no DBS check is required of the post holder
- The Trust requires all new starters to subscribe to the DBS update service, where it is a requirement of the role.
- Be responsible for maintaining own vaccinations that are applicable to the role.
- Safeguard patient confidentiality at all times, including adherence to the Data Protection Act.
- Attend statutory and mandatory training and refresher courses as necessary.
- Responsibilities will stretch to working across the Group in line with this job description. This post is subject to the terms and conditions of employment of your employing Trust. Please refer to your terms and conditions of employment for confirmation of your employing Trust (Northampton General Hospital NHS Trust or Kettering General Hospital NHS Foundation Trust).
- Be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiative within the area of work and the Trust's Equality, Diversity and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to the manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirements of the post.
- This job description reflects the present requirements of the post and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the postholder. It is the Group's aim to reach agreement on reasonable changes, but if agreement is not possible the employing Trust reserves the right to effect changes to the postholder's job description after consultation with them. Appropriate notice of such changes will be given.

Confidentiality, Data Protection and Data Quality

General Data Protection Regulation (GDPR) safeguards the handing of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to:
- Uphold its principles; and
- Adhere to Trust policies and to maintain strict confidentiality at all times.

It is a requirement of employment with the Trust that you must comply with the obligation of confidentiality in line with our Staff Privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and consent is gained, where appropriate.

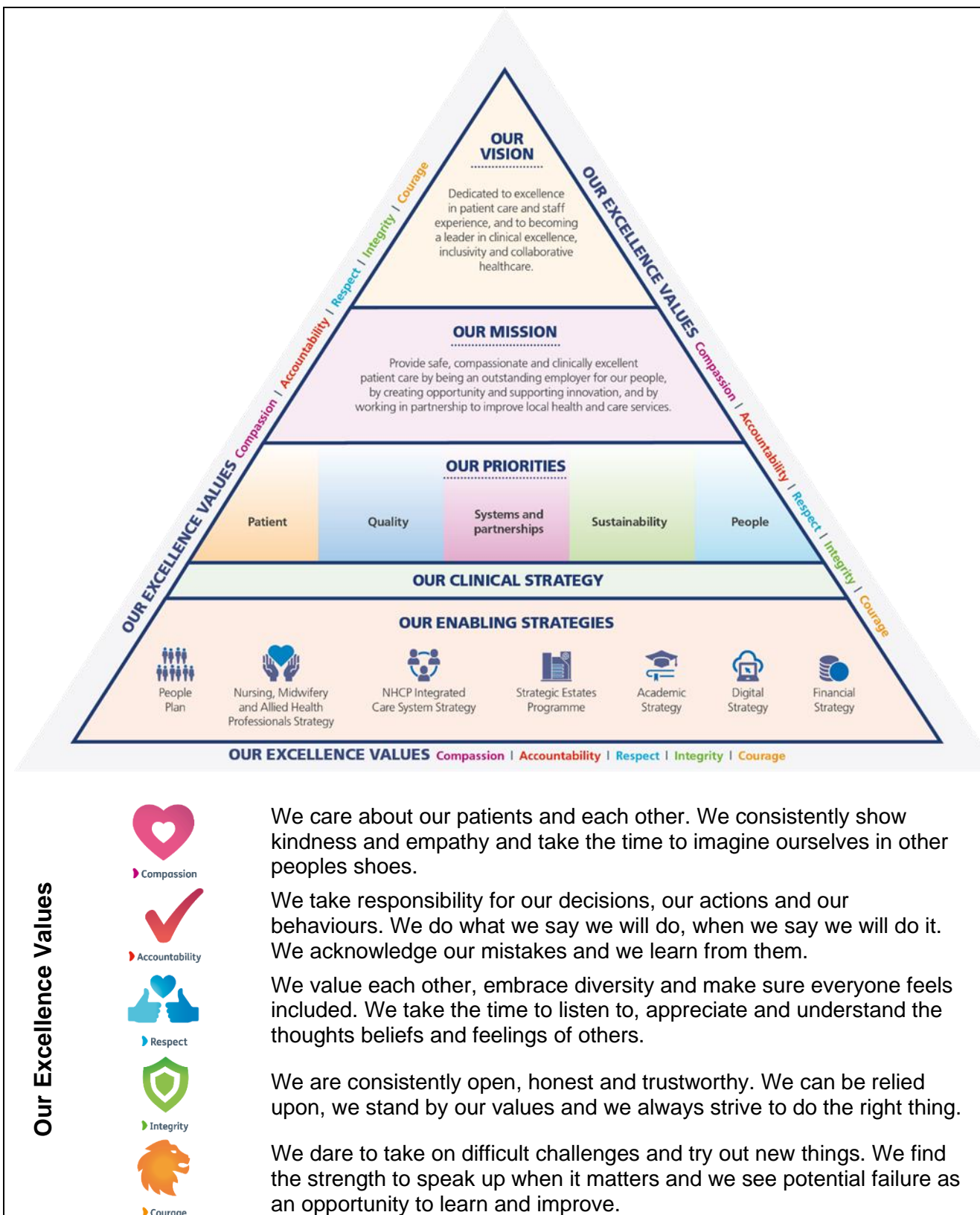## Safeguarding Children and Adults at Risk

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact with during your work. To fulfil these duties you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

Our Vision and Values

University Hospitals of Northamptonshire NHS Group is made up of Northampton General Hospital NHS Trust and Kettering General NHS Foundation Trust. Both hospitals are separate hospitals/employers with hospital board and leadership. We share a group executive team leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information:

- [University Hospitals Northamptonshire NHS Group](#)
- [Best of Both Worlds Northamptonshire](#)
- [Kettering General Hospital](#)
- [Northampton General Hospital NHS Trust](#)

OUR VISION

Dedicated to excellence in patient care and staff experience, and to becoming a leader in clinical excellence, inclusivity and collaborative healthcare.

OUR MISSION

Provide safe, compassionate and clinically excellent patient care by being an outstanding employer for our people, by creating opportunity and supporting innovation, and by working in partnership to improve local health and care services.

OUR PRIORITIES

| Patient | Quality | Systems and partnerships | Sustainability | People |

OUR CLINICAL STRATEGY

OUR ENABLING STRATEGIES

| People Plan | Nursing, Midwifery and Allied Health Professionals Strategy | NHCP Integrated Care System Strategy | Strategic Estates Programme | Academic Strategy | Digital Strategy | Financial Strategy |

OUR EXCELLENCE VALUES Compassion | Accountability | Respect | Integrity | Courage

Our Excellence Values

Compassion	We care about our patients and each other. We consistently show kindness and empathy and take the time to imagine ourselves in other peoples shoes.
Accountability	We take responsibility for our decisions, our actions and our behaviours. We do what we say we will do, when we say we will do it. We acknowledge our mistakes and we learn from them.
Respect	We value each other, embrace diversity and make sure everyone feels included. We take the time to listen to, appreciate and understand the thoughts beliefs and feelings of others.
Integrity	We are consistently open, honest and trustworthy. We can be relied upon, we stand by our values and we always strive to do the right thing.
Courage	We dare to take on difficult challenges and try out new things. We find the strength to speak up when it matters and we see potential failure as an opportunity to learn and improve.

Person Specification	Essential	Desirable
Education, Training & Qualifications		
A minimum of 5 GCSEs including English and Maths at least Grade C/Grade 4 or equivalent qualification.	X	
National Clinical Coding Qualification and holds Accredited Clinical Coder status.	X	
Successful completion of a Clinical Coding Standards Refresher Course within the last 3 years.	X	
A Level in a STEM subject at least Grade C or equivalent qualification.		X
Knowledge & Experience		
Expert knowledge of National Clinical Coding Standards as evidenced by audit results and Accredited Clinical Coder status.	X	
Strong knowledge of human anatomy and physiology and medical terminology.	X	
Good level of knowledge and experience with Microsoft Office 365 suite.	X	
Administration and clerical experience in an office environment.	X	
Experience with accurate data entry.	X	
2 years' experience of working in an Acute NHS Trust or equivalent knowledge.	X	
Experience with hospital and/or clinical information systems.	X	
Knowledge and experience with SNOMED-CT.	X	
Good understanding of the relationship between codified data and HRG allocation and the various uses of codified data across the NHS.	X	
Experience of mentoring colleagues.	X	
Basic understanding of Agile Principles.		X
Basic understanding of data and process automation concepts.		X
Skills		
Ability to work positively under time pressures.	X	
Ability to work to a high degree of accuracy and attention to detail.	X	
Ability to work on own initiative and as part of a team.	X	

Excellent interpersonal communication skills both written and verbal. Ability to relate appropriately to various professional groups within the Trust to include clinicians, medical, management and administrative staff. Ability to relate appropriately with external agencies, e.g. Coroners office	X	
Ability to organise, plan and prioritise workload to ensure timescales are met.	X	
Ability to apply self-learning directive to maintain and develop own skills and knowledge.	X	
Fast and accurate keyboard skills with good IT skills.	X	
Knowledge of the importance of confidentiality, the Data Protection Act and Caldicott principles.	X	
Ability to maintain frequent prolonged concentration with a VDU.	X	
Capable of safely lifting and handling medical records.	X	
Key Competencies/ Personal Qualities & Attributes		
Passionate and committed to bring our Dedicated to Excellence values to life, improving the way we work with each other, particularly focusing on empowerment, equality diversity and inclusion of our staff, patients and service users	X	
Adaptable to change.	X	
Willingness to undertake training to develop professionally.	X	
A keen interest in data quality.	X	
Capable of handling indirect exposure to distressing or emotional circumstances.	X	
Ability to travel between the Kettering and Northampton Hospital sites and other sites across the Group	X	